

**ITMC Council Business Meeting
February 5, 2014**

Attendees

Department of Natural Resources and Conservation
State CIO
Department of Fish, Wildlife, and Parks
Department of Revenue
Department of Transportation
Teachers' Retirement System
Department of Justice
Department of Environmental Quality
Department of Corrections
Department of Agriculture
Department of Public Human Services
Local Government Representative
Office of Public Instruction
State Library
Department of Commerce
Commissioner of Higher Education
Department of Livestock
Department of Administration
Public Employees Retirement
Secretary of State's Office
Montana Arts Council
Board of Crime Control
State Fund

Bill Anker
Ron Baldwin
Dustin Temple
Tim Bottenfield
Mike Bousliman
Rick Bush
Joe Chapman
Dan Chelini (online)
John Daugherty
John Dayton (online)
Stuart Fuller
Joseph Frohlich
Jim Gietzen
Evan Hammer
Larry Krause
Edwina Morrison (online)
James Newhall (online)
Michael Sweeney
Swenson, Dave
Mark Van Alstyne
Kristin Burgoyne (online)
Jerry Kozak (online)
Stacy Ripple (online)

Guests

DNRC – **Kreh Germaine**; DNRC – **Chris Kuntz**; DPHHS – **Dave Johnson**; DPHHS – **Chris Gleason**; DPHHS – **Dan Forbes**; DOR – **Christie McDowell**; Northrop Grumman – **Veronica Lamka**; Legislative Branch – **Scot Conrady**; Legislative Branch – **Kris Wilkinson**; Microsoft – **Steven Fiore**; Microsoft – **Ben Callahan**; Microsoft – **Trevor Mitchell**; Microsoft – **Chris Haven**; Barrows Consulting – **Sandra Barrows**; Sockeye – **Chad Weber**; CompuNet, Inc. – **Aaron Millis**; Integra – **Aslinn Merriman**

Real Time Communication (online)

Sky Foster, Ed Glenn, Michael Jares, Anne Kane, Jessie Kostoff, Scott Lockwood, Darrin McLean, Dan Mossman, Dave Nagel, Jerry Steinmetz, Sue Leferink

SITSD Attendees

Lynne Pizzini, Dave Carlson, Cheryl Pesta, Maris Cundith, Lesli Brassfield, Brett Boutin, Jerry Marks, Kyle Hilmer, Warren Dupuis, Miranda Keaster, Anita Bangert, Tab Dougherty, Tammy LaVigne, Pete Wiseman, Tom Murphy, Carol Schopfer, Rhonda Haight

Welcome and Introductions – Michael Sweeney, Chair

- Michael Sweeney: Approval of January minutes.
- Mark Van Alstyne: Need clarification on page two of the eMarket Center. It states eMarket Center is not mandatory, but Steve said it would be mandatory on January 1, 2015. Steve is working with local vendors and acknowledged the problem with getting local vendors plugged into the eMarket Center.
- Mike Bousliman: Asked to correct PSD's to PST's throughout document.
- Michael Sweeney: Minutes approved as amended.

State CIO Update – Ron Baldwin

- Ron Baldwin: On January 17th the Commissioner of Political Practices new online Campaign Reporting system was launched. The system was designed and implemented by the Commission and Stone River with Montana Interactive assisting in the transition. Congratulations to all.
- Ron Baldwin: The Northwestern Energy incentive-check is in the mail, congratulations to all the agencies that participated. There were eleven agency data centers decommissioned and the server room equipment was relocated to the SMDC. There is significant energy savings from that effort. The \$300,000 in incentives will be distributed to the agencies based on their proportional share of energy savings. The state will see ongoing reductions in electrical consumption which is estimated \$90,000 annually for the next 20 years.
- Tammy LaVigne: Thanks to DEQ, David LeMieux and Vicky Lynn from NCAT. Tammy will email a schedule on shares to the agencies that participated. SITSD will be distributing the funds. With the funds you can pay a portion of your SITSD bill, or send receipts on refurbishing your area from decommissioned spaced or purchase equipment related to IT.
- Ron Baldwin: The following agencies participated: Commerce, Teacher's Retirement, Board of Investment, Department of Corrections and Crime Control, Governor's Office, DPHHS, Fish, Wildlife and Parks, Department of Transportation, Department of Revenue, Department of Labor and Industry, DEQ, SITSD, Federal Reserve Bank. And again, thanks to all.
- Ron Baldwin: The Electronic Records Management and Content RFI closed on the 17th with 19 responses. Companies involved: ASG, AST, CDW, Chavez Consulting, DataBank, Eco-File, Gimmel, HCLA, iDatix, ImageSoft, Knowledge Lake, Laserfiche, Open Text, Perceptive, Privia, Summit 7 Systems, Unisys, Companion Data Services and IBM. Currently an analysis report is being composed by the PMO and will be completed soon.
- Ron Baldwin: The Legislative Finance Council requested us to review, and I am quoting, "Legislation to increase the authority of the CIO requiring state agencies to comply with CIO requests and directives". I will review the study analysis done a couple of years ago by Warren Dupuis, Chief Operations Officer, but ultimately it is the Governor's decision.

- Ron Baldwin: Rates have been reduced by 21 to 73% for the main frame due to increased utilization. We regularly review utilization and will reduce rates accordingly. The rate reductions are retroactive back to January 1, 2014 and customers will see the lower rates in the February billing.

Change Notification Process – Michael Sweeney, Chair

- Mike Sweeney: Pete Wiseman did a presentation last month on revamping the Change Notification Process. I propose an action item to adopt that new posted Change Notification Process.
- John Daugherty: Motioned to adopt the Change Notification Process.
- Larry Krause: Seconded the motion.
- Motion adopted unanimously.

Legislative Finance Committee Reports – Kris Wilkinson

- Kris Wilkinson distributed handouts on the criteria for placement on the IT Project Portfolio Listing. Kris discussed clarity on criteria for placing projects on the portfolio listing for Placement on the IT Project Portfolio Listing as the Legislative Finance Committee regularly exams IT projects. [Criteria for Placement on the IT Project Portfolio Listing.pdf](#)
 - Project estimate is at least \$500,000 for development. Development costs include internal staff, vendor contracts, equipment and software.
 - In reviewing the previous submitted portfolio listing please note that it has original estimate, current estimate and then the appropriated budget amount. The majority of bills taken before a Legislative committee of any kind come through HB 10, which is the Information Technology bill. If you presented information to that committee about the amount of that appropriation and they approved that appropriation, I would anticipate seeing that original estimate amount in the form.
 - Kris introduced Scot Conrady, who will be responsible for the duties involved in the IT Project Portfolio Listing.
- Ron Baldwin: The appropriated budget amounts are not just HB 10 amounts; they can be any appropriated funds in support of a project from your agencies budget.
- Mike Sweeney: Is there guidance for the logical methodologies in accounting for internal costs?
- Kris Wilkinson: No, however our office is working with the CIO. In the last session, the Long Range Building Committee requested operation and maintenance costs within your agency. We are working to get some consistency.
- Mike Sweeney: We will use good judgment in determining costs and look for direction later.
- Kris Wilkinson: Each agency has different setups, some have centralized, some have it within the various programs and so it will not work to be one certain way.

LGIT Update – Joe Frohlich

- In December, we met and elected a new Chair, Ric Kesling, City of Libby and Vice Chairs, Scott McMahan, City of Bozeman and Erika Billiet, City of Kalispell.
- In March, we will vote for the ITMC representative that will become a member July 2015. There are many people on the local government level that are interested and want to be engaged in what is happening at the state level, and how to make IT best statewide.
- If any agency wants an update on the local government group LGIT, please contact me or Ric Kesling.

Multifactor Authentication – Lynne Pizzini

- We have worked with several key agencies and their business requirements for this project.
- We will update and implement the RSA System that uses tokens as well as mobile types of certificates. We are moving forward in purchasing this system. We will pilot the system with the Department of Revenue in March.
- Tim Bottenfield: We are grateful that the actions taken on behalf of the State to move to an Enterprise solution is accomplished. Thanks go to Ron Baldwin, Tammy LaVigne, Lynne Pizzini, Jerry Marks, Dave Carlson and their staff.

Potential New Services – Anita Bangert

- SITSD set up a dedicated SharePoint farm, PM Farm. We are installing the work flow conductor tool and the PM central tools on this farm and will have completion soon.
 - The work flow conductor work tool is a drag and drop tool that allows you to flow out your business processes and set up approvals, etc.
- PM Central is a project management tool and a project portfolio management tool.
 - It allows project leaders to organize and manage projects and at the same time team members are accessing the site. Everyone can see what actions are due or needs to be done to keep the project moving forward.
 - CIO's and managers can review the status on all unit projects.
 - The State PMO is presenting a refresher overview of the PM Central Tool tomorrow at 9 am at DPPHS. Open to all.
 - Larry Krause: What is the cost for new tools or services?
 - Anita Bangert: Not clear on costs.
 - Dan Chelini: Is the overview going to include overview of the work flow tool tomorrow?
 - Anita Bangert: No
 - Mark Van Alstyne: Is it available for use and when can we put in a ticket to get set up? What is the roll out plan for these potential new services?
 - Anita Bangert: Three agencies are going to be set up initially. After initial agencies are running, you will submit a ticket and we can give you a timeline when you can anticipate your website set up.
 - Mark Van Alstyne: When will the costs be figured and added to the service catalog?

- Tammy LaVigne: The expert in this area is Doug Volesky, who is out ill today. It will be outlined in the Decision Brief process. The Decision Brief comes to the Executives and then signed off by Ron Baldwin once all recommendations are given. We will prepare some information and deliver it at the next ITMC meeting.
- Anita Bangert: There are three TCL total costs of ownership templates out on <http://www.pmo.mt.gov/default.mcpix>. There are different levels of complexity, please call if you need help.

Security Audit Service – Lynne Pizzini

- Lynne Pizzini: We have an available service called Security Audit. If your organization requires a third party audit conducted, we can do this for you on a time based project. It is an hourly charge and depends on your needs. Costs include a review of a system or program in accordance to NIST standards. It includes a security assessment plan, a security assessment report and then a copy of the comments security controls baseline and spreadsheet. The report compares all of the NIST requirements with what your program or system is doing.
- Tim Bottenfield: Is this connected to HB 10 funding, the penetration testing?
- Lynne Pizzini: No, this is separate.

Software Asset Management – Maris Cundith

- ESRI Software Renewal and Microsoft EA Renewal.
- Maris Cundith: Recently the ESRI contract was assigned to our team. We will conduct a meeting with the Montana State Library team to discuss how the licenses have been managed and determine if we should follow that same management path. Then we will break down the contract and work on the renewal. We hope to have a statewide update License Management Plan out in six weeks.
- Mike Bousliman: When does the current contract expire?
- Evan Hammer: June 30, 2015
- Ron Baldwin: We are taking the ESRI contract to a true Enterprise level agreement for the State of Montana. The State of Montana and agencies make maximum use of GIS capabilities for the services they provide to the citizens' through their systems. We are looking at how we want the agreement to look. SITSD will continue to manage the agreement and the contract, but the State Library is taking the lead on the overall language and how those services are going to look in the agreement.
- Dan Chelini: In the contract renewal, is the GIS Managers Council involved and are the agencies that are currently participating aware of the changes you're looking at?
- Evan Hammer: It will be in next month's agenda.
- Dan Chelini: It is real important we discuss this.
- Mike Bousliman: Do we work through the State Library to expand or get into the services?
- Evan Hammer: If you need licenses for any of the ESRI GIS software contact Stu Kirkpatrick. In the future we will be working on the transition for the Software Asset Management Office.
- Mike Bousliman: So, for the time being we continue working through the State Library?

- Evan Hammer: Yes
- Maris Cundith: We will meet with the State Library team next week and then we can put some information out while we transition.
- Microsoft EA Renewal Update
- Maris Cundith: We are getting inventory together for the Microsoft Enrollment Coordinator's team. SITSD had a script we sent out to all the agencies to start inventory. We forwarded Jerry Marks' complete inventory from the active directory to the enrollment coordinator.
- On February 6th, we have a conference call with the agency coordinators to make sure the inventory process is going as planned.
- On February 14th, we meet with the enrollment coordinators as they turn in their inventory. Then SITSD can start analyzing and reviewing the results in order to prepare for the State IT and Microsoft EA Renewal team meeting at the end of February.

BREAK – 10 MINUTES

Strategic Planning Update – Ron Baldwin

- The draft Statewide IT Strategic Plan was approved by the Governor's Office. We have posted the Agencies' IT Plan instructions. We would like to offer assistance from Kyle Hilmer, for any direct help needed for your Agency IT Plan.
- Kyle Hilmer: We have training sessions scheduled in Room 152 on February 11th between 10 am and noon and on February 12th between 2 pm and 4 pm. If you would like a personal editor, I will come to your agency and look over your materials and make comments on it, etc.
- Kyle Hilmer: On the SITSD website you will find three links to these [documents](#):
 - Enterprise Strategic Plan
 - Template instructions for the Agency Level Plan
 - SITSD Agency Level Plan - Draft
- Kyle Hilmer: Please review the draft SITSD Agency Level Plan and use it as an example to supplement the material in the template. The SITSD Plan will be completed soon.
- Kyle Hilmer: The Enterprise Strategic Plan is slightly different from the previous version. The format has changed in the template for MITA requirements. The template submission dates are listed.
- Ron Baldwin: There are several sections that are not optional, and we can help guide agencies. There are guidelines for links. I want to thank the ITMC Executive Council for their assistance and participation in the overall formation of this new path forward with the State of Montana IT Strategy and Planning.
- Kyle Hilmer: I will send a note to members of ITMC so they can get direct links into these documents.
- Bill Anker: Are we now using the new planning process, as previously we spoke about a transition period for agencies moving into the process?
- Ron Baldwin: We are using the new planning process for the Agency IT Plan.

Legislative/IT Planning Timeline – Tammy LaVigne

- In the posted reports there is a timeline error; the February 4th is the date we published the IT Strategic Plan template.
- On April 2nd, the MBars IT module will be available to input your IT supplements. We will be offering training. Please send an email or call me with what type of training would be important to you.
- On May 7th, the Agency supplements are due in MBars.
- From months May thru October, agencies will be meeting with their budget analyst to determine what goes into or gets approval for a bill. By statute, Ron Baldwin, is required to provide a list to the budget office of all the supplements that make it into the budget. He works with the budget office on all supplement recommendations.
- On November 15th, by statute, the budget is required to be transferred to the Legislative Fiscal Services.
- I will repost the Strategic Plan with the statutes, the time line and corrections.
- HB 10 is an Executive bill and from May through October is when the budget office will be working on what goes into it. Please refer to handouts from Kris Wilkinson on the criteria or threshold for items going into HB 10. The Budget Office takes the lead on what goes into HB 10.

ITMC Work Plan – Michael Sweeney

http://sitsd.mt.gov/content/policy/councils/itmc/docs/2014_ITMC/01082014_ITMC_meeting/WorkPlanDraft.doc

- The final version of the ITMC Work Plan was posted on the February agenda. No changes were made, so we can proceed with adopting this Work Plan going forward. We can use this to guide ITMC's working groups and specific efforts on some of the things we had identified in the Work Plan.
- Mark Van Alstyne: On the revamping of the ITPR process, which is really an SITSD process, how does that work and who would be responsible for what?
- Mike Sweeney: It is an SITSD process, but ITMC is a stake holder of that process. Currently, that process does not meet our needs nor SITSD's. So if we deem it important to fix, we can spawn a work group off, and they will work with SITSD to address it.
- Mark Van Alstyne: So something may be chartered as a work group out of ITMC.
- Mike Sweeney: If we adopt this Work Plan, the next step would be, how to move forward and resolve the things identified.
- Bill Anker: In the IT Project Invoice, it states all projects have criteria. Are we talking projects that have cross agency implications or every single project that every single agency is doing?
- Mike Sweeney: We leave that to the group that will be working on the project. I think the thought was it would be helpful to know what your agency is working on, and not duplicate efforts. We have to work on what needs come next on the action details.
- Mike Bousliman: I agree and that was by design. We did not want to be prescriptive as a small group put these ideas together, but they affect us all. The scope that comes out of these high level and strategic goals needs further definition by a chartered group.

- Ron Baldwin: I have been asked as the State CIO; do you know what you have, what are you doing, are you internally coordinating your efforts, have you coordinated with other agencies? These are the sort of things we can do and do well. We can cooperate. I would like to see the legislature, citizens of Montana and the Governor's office know that we are smart, cooperative people who take care of our respective agencies and how we serve the citizens. Also, that we are effective and efficient in what we do. Some of those things require knowledge and we use that knowledge to the best we can from an Enterprise perspective. We have a plan, a process, and the right tools moving forward, we can ultimately get there.
- Mike Sweeney: I propose that ITMC approve this Work Plan.
- John Daugherty: This ITMC Work Plan can be changed at any time.
- John Daugherty: I move that we adopt the ITMC Work Plan.
- Mark Van Alstyne: I second the motion to adopt the ITMC Work Plan.
- Mike Sweeney: Motion passed unanimously.
- Mike Bousliman: In the March meeting we will take one-half hour to go through the Work Plan and discuss what the priority is.
- Mike Sweeney: Please look at the Work Plan and what you could participate or take a lead role on. In the March meeting we will start work groups to move forward on the actions. We will have the leader further refine the action and report progress on a regular basis.
- Larry Krause: Please send any ideas related to these items to Mike Sweeney before the meeting.

ITMC Executive Membership – Michael Sweeney

- Mike Sweeney: It's never too early to start thinking about the process of how the Executive Board gets built up. As the Chair, it is my responsibility to insure that the transition to the next Chair and Executive Committee goes smoothly and in a timely fashion. There is something I want to express to the entire community; I would like to see more women participate on the Executive Board. It is important to have balance.
- Tammy: I think a financial person on the Executive Board would be a good idea. Funding technology is extremely important. This is a great Board to participate on, you get to network with other IT professionals, it looks good on your resume and you get to work with the CIO. I would encourage you to serve. If you want to get nominated you can approach a current board member to nominate you.
- Mike Sweeney: This is an opportunity to be in a position to influence as to how things go in the State not just your agency. We all are here to serve the citizens, our constituents. My goal is to make this group stronger, more meaningful, and to help make a difference.
- Mike Bousliman: The representative that sits at the table, does not have to be the agency IT manager?
- Tammy LaVigne: The Executive Council reviews the nominations and vote. Then we take the vote to the Director of the Department, Shelia Hogan, who takes it to the Governor for approval.

- Carol Schopfer: Clarification on members of the Executive Board are required to be IT Managers. Currently under the Order to Continue it does state, IT Managers; however, the Operating Procedures are more vague and do suggest it could be IT Professionals. So perhaps after the fiscal year you might consider changing to IT Professionals.

Posted Reports

- Brett Boutin: The YouTube services agreement informational sheet, and attachment 2 is wrong. I will be sending out correct attachments. I will be sending out an informational sheet on Facebook as well. Facebook terms are negotiated and apply to state and local government, but YouTube terms apply only to state government.
- On the YouTube channels you work directly with YouTube after they send you the content license agreement to sign. You sign the agreement and then you request new channels or switch your existing channels to be under the new agreement.
- Mike Bousliman: Question to Ron Baldwin on the MITA review. Is this just informational or are you seeking feedback?
- Ron Baldwin: It was informational, but your feedback would be valued. We should include this as an agenda item for next month's meeting.

Next Meeting – March 5, 2014

Member Forum: None

Public Comment: None

Adjourn: 11:34